

### **Close Reading Exam Tips and Skills**

#### ***Make sure you:***

- ✓ Read the introduction and study any photos
- ✓ RTFQ(read the full question) and identify any key words
- ✓ Check how much to write (mark value)
- ✓ Quote if requested
- ✓ Write in your own words when told to do so
- ✓ Have a go at every question
- ✓ Don't spend too much time on one question
- ✓ Make your meaning clear
- ✓ Check for **bold** type in questions
- ✓ Do what the questions ask you to do
- ✓ Make sure you can accomplish these key skills:
  - Identify a link between paragraphs
  - Evaluate a writer's effectiveness (judge it)
  - Identify the writer's or character's attitude
  - Find specific expressions
  - Give reasons for your answers

### **Writing Exam Tips and Skills Checklist**

#### ***Make sure you for all types of writing***

- ✓ Use accurate vocabulary
- ✓ PLAN!!! AND for Pete's sake, Paragraph!!
- ✓ Clearly structure your piece of work
- ✓ Make your meaning clear at first reading
- ✓ Make your length appropriate to the writing task

#### ***In writing to convey information (how to, historical event)***

- ✓ Be selective about the information you use
- ✓ Put the information into a logical order

#### ***In discursive writing (argue and evaluate a case)***

- ✓ Choose a topic you feel strongly about
- ✓ Be sure of your opinion before you start
- ✓ Maintain the same opinion throughout the essay
- ✓ Argue using evidence
- ✓ Evaluate the opposing argument
- ✓ Use formal language
- ✓ Give your essay a logical structure

#### ***In personal experience (or 'reflective' writing)***

- ✓ Don't invent the experience
- ✓ Describe it in detail
- ✓ Express your feelings about the experience
- ✓ Reflect (look back) on the experience

#### ***In imaginative writing***

- ✓ Choose an interesting setting
- ✓ Have two or three main characters
- ✓ Mix dialogue, description and narrative
- ✓ Have a structure with one main event
- ✓ Make the ending match with the rest of your story